



FREQUENTLY ASKED QUESTIONS FOR SPECIAL EVENT PERMITS

❖ **How do I know if my event requires a Special Event Permit?**

The Town of Leesburg and Parks and Recreation Department are here to answer your questions and handle any of your concerns. Before you complete or submit your Special Event Permit Application please call or e-mail Kate Trask, Recreation Programs Manager, at (703) 737-7144 or ktrask@leesburgva.gov

❖ **When is the Special Event Permit Application due for submittal?**

The Town of Leesburg encourages advanced planning and early applications to ensure safe and successful events, therefore, to allow adequate review time the Special Event Permit Application is required for submittal at least 90 calendar days, which is sixty working days, prior to the date of the proposed event.

❖ **Will I automatically receive a Special Event Permit when I submit a completed Special Event Permit Application?**

The Town of Leesburg encourages and supports Special Events. Once the Special Events Committee, the Director of Parks and Recreation, and the Town Manager thoroughly review the Special Event Permit Application an individual, group, and/or organization will be contacted about their status. If approved, a permit and notification letter will be mailed. A Special Event Permit can be denied. Normally, a Special Event Permit is denied when: required review time is not provided, there are inadequate security and safety measures present, when the event does not allow for an appropriate flow of traffic, when the spectator attendance will exceed capacity of the requested location of the event, when the event is not in compliance with Town ordinances, when street closings are necessary and assigned/alternate location, routes are declined, and when the event impacts and conflicts with scheduled construction, maintenance, or other activities in the town.

❖ **Are fees charged for the requested or mandated use of Town services?**

Special Events are charged specific fees when requiring Town services, including but not limited to: police officers, maintenance workers, park attendants, town vehicles, trailers, electrical usage, water usage, barricades, cones, stages, etc. After a Special Event Permit is obtained you will receive notification of required town services and corresponding fees for your particular event. Contact Kate Trask, Recreation Programs Manager, at (703) 737-7144 or ktrask@leesburgva.gov for a general fee list.